

United States Government

Department of Energy
Oak Ridge Office

memorandum

DATE: March 5, 2009

REPLY TO

ATTN OF: AD-442: Shrader

SUBJECT: **FY 2009 MIDYEAR PROGRESS REVIEWS**

TO: All ORO and OSTI Employees

The 2009 performance rating cycle for non-SES employees officially runs October 1, 2008 through September 30, 2009. Employees should receive a progress review at approximately the midpoint of the rating cycle each year. This midpoint will end **March 31, 2009**, and a progress review must be conducted with each employee and documented not later than **April 30, 2009**.

Subjects to be Discussed: Rating Officials should discuss the appropriateness of the elements and standards, make any changes warranted in individual appraisal plans, inform each employee of performance expectations, provide a general performance assessment, and give the employee an opportunity to provide feedback or to raise concerns. This in itself is not a rating. Rating officials should also clarify roles and responsibilities to ensure that all employees understand their role in achieving the Department of Energy mission. If an employee's performance indicates deficiencies in meeting expectations described in any performance element, the rating official must discuss these with the employee, and together they will develop actions to correct the deficiencies. A formal opportunity period and a performance improvement plan (PIP) must be established if an employee's performance is determined to be deficient to the extent that it consistently fails to meet expectations. Rating Officials who have identified a need to establish a PIP should consult their Human Resources Specialist for additional information.

Documentation. Progress reviews should be documented on the appropriate form. Fillable versions of the forms are available at <http://www.oro.doe.gov/pmab/Forms/Forms.htm#Performance>. While not required, employees may be encouraged to provide a self-assessment to the Rating Official for discussion during the progress review.

For Managers and Supervisors, use the DOE Managerial/Supervisory Performance Appraisal Form – Progress Review.

For Non-Supervisory Employees, use Part II, Progress Review, of the U.S. Department of Energy, Non-Supervisory Employee Performance Plan and Appraisal Form.

Each employee should receive a copy of his/her progress review documentation. The original certification should be submitted to the Federal Human Resources Branch not later than **April 30, 2009**, for inclusion in the employee's official performance file. Questions should be directed to your Human Resources Specialist.

A handwritten signature in black ink, reading "Melanie M. Kent" with a long horizontal flourish extending to the right.

Melanie M. Kent, Chief
Federal Human Resources Branch